



## **EMBASSY OF THE UNITED STATES OF AMERICA**

The Embassy of the United States of America in Windhoek is seeking an individual for the position of **Information Assistant**.

Position convenes the Interagency Communication Team regularly and coordinates all press coverage and audio/visual needs for Mission agencies and sections engaging in public outreach. Proactively identifies key Mission issues and opportunities for press coverage and suggests programs designed to explain and promote USG interests. Advises and assists the Public Affairs Officer and embassy leadership on complex publicity matters pertaining to bilateral issues and how culture and the media influence public opinion about foreign policy. Drafts media advisories and press products, in coordination with embassy colleagues. Ensures press coverage and, when necessary, initiates strategies to overcome obstacles. Incumbent reports directly to the Public Affairs Officer and advises the Ambassador, Deputy Chief of Mission and agency/section chiefs on a daily basis upon request. Incumbent routinely and independently exercises judgment when managing press events in the field and arranging outreach activities related to media training or public information issues.

### **Required Qualifications and skills:**

1. Completion of a Bachelor's degree in liberal arts, business, or communication is required.
2. Five years of progressively responsible experience in mass communication, public relations, or marketing is required. Computer literacy and technological proficiency in digital media, audio/visual technologies, and social media is a must.
3. Level IV English (Fluent) in reading, writing and speaking is required. This will be tested.
4. Expert knowledge of Namibian media, cultural, social, political and economic structures, as well as good knowledge of U.S. society, institutions and history; above-average knowledge of U.S. government foreign policy goals; knowledge of global communication trends is required.
5. Must have ability to conduct research using the Internet, ability to write and edit effectively on deadline; ability to synthesize complex works efficiently; familiarity with desktop publishing and demonstrated skill with AV technologies, digital media, social media, broadcast and print technologies.
6. Must have a press portfolio readily available (Three writing or publishing samples - news stories, brochures, videos or podcast productions).

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>), a current CV, and three writing or publishing samples (example: news story, brochure, video or podcast), to the Human Resources Officer at the Embassy by 17:00 on or before **August 29, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

**Please note that all vacancies within the US Embassy are advertised on the following website:**  
**<http://windhoek.usembassy.gov>**